



## Commitment Form

It is important that your tour group understands the following policies before arriving at the museum(s) for your tour. These policies are intended to protect visitors, museum staff, and the artifacts on display. **After reviewing the commitment form in its entirety, please provide written confirmation that you have read and understood the contents.**

The National Electronics Museum appeals to a broad audience and offers special demonstrations designed for our younger guests.

The Computer Museum's exhibits and educational offerings are more specialized and are suitable for guests 5<sup>th</sup> grade and above.

1. Please **DO NOT** touch **ANY** artifact (object) on display unless you are told during the tour that you can touch. Several of the museum's exhibits are hands-on, and these will be highlighted during the tour.
2. **Running or yelling in the Museum(s) is prohibited.**
3. **No Climbing** on any of the indoor or outdoor displays.
4. **No Eating or drinking** in the museum outside of the designated break areas.
5. Tour groups are expected to remain with the tour guide throughout the tour and to respect the guide's instructions.
6. **We require 1 adult per 5 students for grades K-8 and 1 adult per 10 students for grades 9-12. Chaperones must stay with the tour group at all times while in the museum(s).**
7. Free admission for all chaperones up to half the number of participating students. (ie, 20 students can have 10 adults free).
8. Report any injury or illness immediately to a staff member.
9. The National Electronics Museum and the Computer Museum at System Source (Maryland Technology Museum, Inc.) are not responsible for any injuries, damage, etc. Any visitors may sustain.
10. Any violation of the above rules may lead to ejection from the museum(s) without recourse or refund. Any damage to artifacts, exhibits, or facilities will be billed to the tour group.



## Field Trip Information Form:

**Group Name:** \_\_\_\_\_

**Date(s) of Trip:** \_\_\_\_\_

**Alternate Date(s):** \_\_\_\_\_

**Arrival Time / Departure Time:** \_\_\_\_\_

**Ages/Grades:** \_\_\_\_\_

**Number of People:** \_\_\_\_\_

**Number Chaperones:** \_\_\_\_\_

**Type of Tours Requested:** \_\_\_\_\_

**Workshop Selection:** \_\_\_\_\_

### **Contact/ Organization Information:**

- **Name:** \_\_\_\_\_
- **Email:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_

### **Important Notes (special accommodations, timing, etc.):**

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National Electronics Museum and the Computer Museum at System Source  
338 Clubhouse Rd,  
Hunt Valley, MD 21031



## Invoice Details

| Description     | Quantity | Price per Student   | Total   |
|-----------------|----------|---------------------|---------|
| Tours           | _____    | \$_____             | \$_____ |
| Workshop(s)     | _____    | \$_____             | \$_____ |
| Additional Fees | _____    | \$_____             | \$_____ |
|                 |          | Number of Students: |         |
|                 |          | Total               |         |

### Payment Instructions:

We accept cash, check, credit card, e-payment, PayPal, and Square.

**We cannot accept P-Card at this time.**